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**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY  
FOR MANUFACTURING CONCRETE MASONRY BLOCK CHECKLIST #0305**

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- ☐ Application (green) and proper filing fee to the Product Control Section, Miami-Dade County.
- ☐ Quality Control Program. As a minimum, the following items shall be included in the Quality Control Program:
  - a. Report of cement analysis,
  - b. Coarse aggregate quality test report,
  - c. Concrete screenings (manufactured sand) quality test report,
  - d. Admixture specifications (if applicable),
  - e. Major plant equipment, e.g., material bins, storage silos, concrete mixer, block machinery, and block handling system,
  - f. Describe method of manufacture, i.e., material storage, weighing, mixing, molding, ejection, block transport, curing method, de-palletizing and cubing, storage, and shipping.
- ☐ Provide a list of key personnel, citing title, education, and experience
- ☐ Submit product specifications, e.g., class, type, materials, physical requirements, finish and appearance, in accordance with *ASTM C90 Standard Specifications for Load-bearing Masonry Units*. Note that in accordance with South Florida Building Code 2702.5(b), maximum moisture content must not exceed 50% of the total absorption.
- ☐ Submit test reports from a professional engineer or independent testing laboratory under the supervision of a professional engineer registered in the State of Florida in accordance with *ASTM C140 Standard Method of Sampling and Testing Concrete Masonry Units*.
- ☐ Describe plant's safety program and employee quality control training.
- ☐ Having shown compliance, Miami-Dade County Product Control Division will provide a final inspection prior to issuing a Certificate of Competency.
- ☐ Initial Inspection performed on \_\_\_\_\_, by \_\_\_\_\_